

Guide to Searching Oncore Web in Davidson County

Follow the steps below to perform a search with OncoreWeb.

Searching

1. There are nine search options to choose from:


- Name
- Book/Page
- Doc Type
- Instrument #
- Record Date
- Legal Description
- Excise Tax
- Record Date
- Simple Search
- Vital Records




Note: The search engine automatically defaults to the **Name Search**

2. Choose the type of search you would like to perform by clicking on one of the links on the left-hand side of the screen.
3. After choosing the type of search you would like to perform, fill out at least one or all criteria in the grid in the center of the screen.
4. To see a sample name search follow the instructions below.

- In the name field, enter the name in which you are performing a search.

Note: If the name you are looking for is a person, type last name first name or just the last name. If the name is a company, simply type the company title without punctuation.

- Once the name has been entered, tab down to select a pre-determined date range or enter the **Begin Date** and **End Date** by free typing it or using the calendar.
- You may also further narrow down your search by selecting a **Doc Type**. You may select these options from the drop-down list or selecting multiple doc types from the combo box  by placing a check mark in the box next to the option you choose.

Party Type:	<input type="text" value="Both"/>
Name:	<input type="text"/>
Document Type	<input type="text" value="All Document Types"/> 
	All Document Types
or Category:	<input type="text" value="n/a"/>
Begin Date:	<input type="text" value="1/1/1981"/>  Yesterday Today
End Date:	<input type="text" value="10/10/2006"/>  Yesterday Today

5. When you are done entering in the fields, click **Search Records**,



which is located below the criteria fields.

The material contained in this document is proprietary and confidential and may contain trade secrets.

Result: Your search results will be displayed below the search criteria.

6. To view the image of an item, click on the link in the **Full Name** column.

Result: You will see the document detail on the extreme left of the screen and the image will load on the right. If the image does not load automatically you will need

to click on the View Image Button.

View Image

Note: By default the Adobe viewer will be used to load the images.

7. The icons on the left side of the screen represent the following options:

- The Result Row shows the number of documents that were returned in your search. You can navigate between these documents by clicking on the **Prev** and **Next** buttons next to the numbers displayed.

Result Row: ◀ Prev 1 of 113 Next ▶
Instrument # ◀ Prev 2000098808 Next ▶

- In the Document Navigation you can type in a specific book and page number and jump directly to that document. You can also click on the **Previous Document** or **Next Document** buttons to go to the previous or next document in a specific book.

Document Navigation by Pages:
◀ Previous Document - Next Document ▶
Booktype: Official Records ▼
Book: 4169 Page: 3469 Jump To

- The table displays the indexing information for the document as well as document links which will bring you to documents relating to the one currently selected.

Document Type:	(A) ASSIGNMENT
Record Date :	5/30/2000 4:32:19 PM
From Party:	ATLANTIC MORTGAGE SERVICES INC ()
To Party:	ARTZ, CHRISTINA M () ABN AMRO MORTGAGE GROUP INC ()
Book Type:	OR
Book / Page:	4169 / 3471
# of Pages:	2
Legal:	LT 1305 BLK F PB 2484 PG 986 U 202 C RIVER PLACE CONDO S 26 T 25 R 37 SUBID 51
Future Related Docs:	2000098809 - 4169/3462

8. To return to your original search results click on the Return to Search button located in the upper right hand corner of the website. [Return to Search](#)

Personal Settings

The settings button [Settings](#) located in the upper right hand corner of the website can be used to access personal user settings on each computer you access OncoreWeb from.

- The search results rows per page displays how many records will show up on each page of your results list.
- In the Image Viewer dropdown you can select to use either the **PDF** viewer or the **Tiffy** Viewer.
- The Disabled Streamed PDF viewing checkbox is used if you have difficulty loading PDF images.
- In the Auto Load Images dropdown you can select **No** which will not automatically load images when you select a document or select **Yes** which will load them for you automatically.

Note: When you are done click the Save Settings button to save these changes on your computer.

OnCoreWeb User Settings

Number of search results rows per page: 15 ▼

Image viewer to use: Pdf ▼

(PDF requires [Acrobat Reader](#) version 5.1 or higher)

Disable Streamed PDF viewing: ☐

Auto Load Images: No ▼

Save Settings

Support

Another useful source for information if you are having difficulty with OncoreWeb is the support page which can be located by click on the Support [Support](#) Link in the upper right hand corner of the website.

The websites listed below can be used to download the most up to date versions of Java and Adobe Reader:

Tiffy <http://www.java.com/en/>

Adobe PDF <http://www.adobe.com/products/acrobat/readstep2.html>